



Recruitment and Selection

Safer Recruitment

Charlton **Athletics'** youth academy acknowledges and accepts its responsibility to safeguard and promote the well-being and safety of those children and young persons who have been entrusted in its care.

The academy recognises the importance of safer recruitment and endorses **the FA's** responsible recruitment guidelines. All staff, whether permanent, casual or volunteering, will undergo the following procedures:

- **Statements in job adverts and job descriptions/role profiles as to the company's** commitment to safeguarding;
- Attend an interview;
- Provide identity documents;
- Provide copies of qualifications, where appropriate;
- Provide two references from two different professional sources, preferably where individuals have worked in sport, **particularly children's football, at the short-listing** stage of recruitment;
- Undergo an enhanced DBS check, with a barring check, where appropriate, and in line with FA policy;
- Go through an induction process and receive a comprehensive employee starter pack or for permanent, paid staff an employee handbook;
- Go through a periodic status check on their DBS disclosure;
- All staff will be required to familiarise themselves with the content of their job descriptions around their responsibilities for safeguarding children;
- Attend the FA safeguarding workshop;
- All staff are encouraged to use internal mechanisms for reporting any malpractice or illegal acts or omissions by its employees or ex-employees.